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MEMORANDUM FOR: Mr. [REDACTED]  
 Office of the Deputy Director (Support)

25X1A9a

SUBJECT: Review of Personnel Ceiling

1. This memorandum summarizes (a) new activities undertaken by the Office of Personnel during the year for which no additional personnel were provided and (b) activities which might be reduced or eliminated if a two percent reduction in personnel ceiling were directed.

2. New Activities

At the close of fiscal year 1958, the personnel ceiling for the Office of Personnel was reduced from [REDACTED]. In addition, five career management positions were eliminated in the Office of the Deputy Director (Plans) and their functions transferred to the Office of Personnel without the transfer of personnel ceiling to accommodate them. The following new activities were undertaken without any compensating increase in overall ceiling:

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a. Institution of a selection-out procedure designed to identify and take appropriate action concerning individuals who fail to meet Agency standards of work performance or conduct.

b. Preparation of biographic profiles presenting a summary of factual and evaluative material contained in official personnel folders. These profiles reduce references to the official folders for routine purposes and facilitate record reviews by officials unfamiliar with the arrangement of material in the folder.

c. Institution of an out-placement service to assist individuals leaving the Agency in obtaining other employment, when appropriate to do so.

d. Provision of a training program designed to familiarize administrative and supervisory officers with personnel policies and practices and to provide broadened professional training to personnel officers.

e. Assumption of custody of reserve records for Army reservists on duty with the Agency.

f. Establishment of civilian Executive and Specialist Reserve programs designated to assist in meeting emergency manpower requirements.

3. Activities Proposed for Reduction or Elimination

In the event that a two percent reduction were directed, we would not propose to eliminate any activity completely. However, we would be obliged to reduce service functions which, while contributing to a smoothly operating program, are not essential to meet legal or basic professional personnel administration requirements. Additional services in this class planned to be installed during the current year would not be instituted or, if provided, offered on a very modest scale.

/s/ Gordon M. Stewart

**GORDON M. STEWART**  
Director of Personnel

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